
THE COLLEGE OF
WOOSTER

MEMORANDUM

Date: March 23, 2012
To: Department and Program Chairs
From: Carolyn Newton 
Subject: Chairs' Evaluations for Faculty for Salary Determination

On behalf of the Teaching Staff and Tenure Committee, I ask your participation in one of our statutory obligations regarding faculty evaluation (Article III, Section 2, F-5 of *The Statute of Instruction*):

[The Teaching Staff and Tenure Committee], in conjunction with the Dean for Faculty Development, and the appropriate departmental chairperson (who shall consult at least with the tenured members of the department), shall evaluate each faculty member annually, this evaluation to be considered for purposes of promotion, retention, and determination of salary.

In addition to Annual Reports submitted to my office by members of the faculty, the Committee asks for your assessment of: (i) those faculty members in your department who fulfilled all duties with regard to teaching, scholarship, research, and general value to the institution and who have contributed in such an exceptional way in one or more areas of performance this year (April 2011 through April 2012) that they merit special recognition; and (ii) individuals who should improve their effectiveness in a definable area (teaching ability, scholarship and research, or general value to the institution). Letters recommending such special attention should be submitted electronically to Dottie Sines at dsines@wooster.edu no later than **April 23, 2012**. Please submit a separate letter for each faculty member.

The Teaching Staff and Tenure Committee strongly encourages department chairs to submit evaluative information for *all* department faculty. Please indicate whether each faculty member has met expectations, has failed to meet expectations, or has exceeded expectations on each of the standard criteria: teaching ability, scholarship, research, and general value to the College. **If no recommendation is submitted, this will indicate to the Committee that you believe that the faculty member has performed in a manner that is satisfactory, though not exceptional.** Please submit a separate evaluation for each individual faculty member.

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